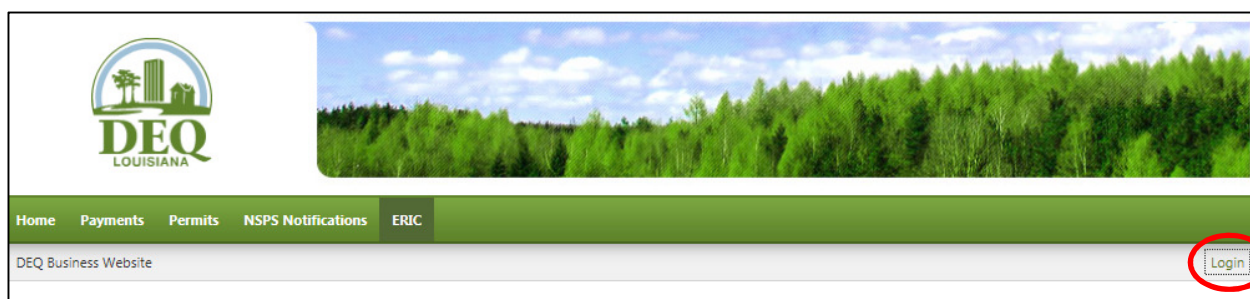## 2.4 Using a Pre-registration Code to Access Your ERIC Facility Account

1. Navigate to the ERIC home page:
   http://www.deq.louisiana.gov/eric

2. Click on the ERIC icon to open ERIC in the Business Portal:
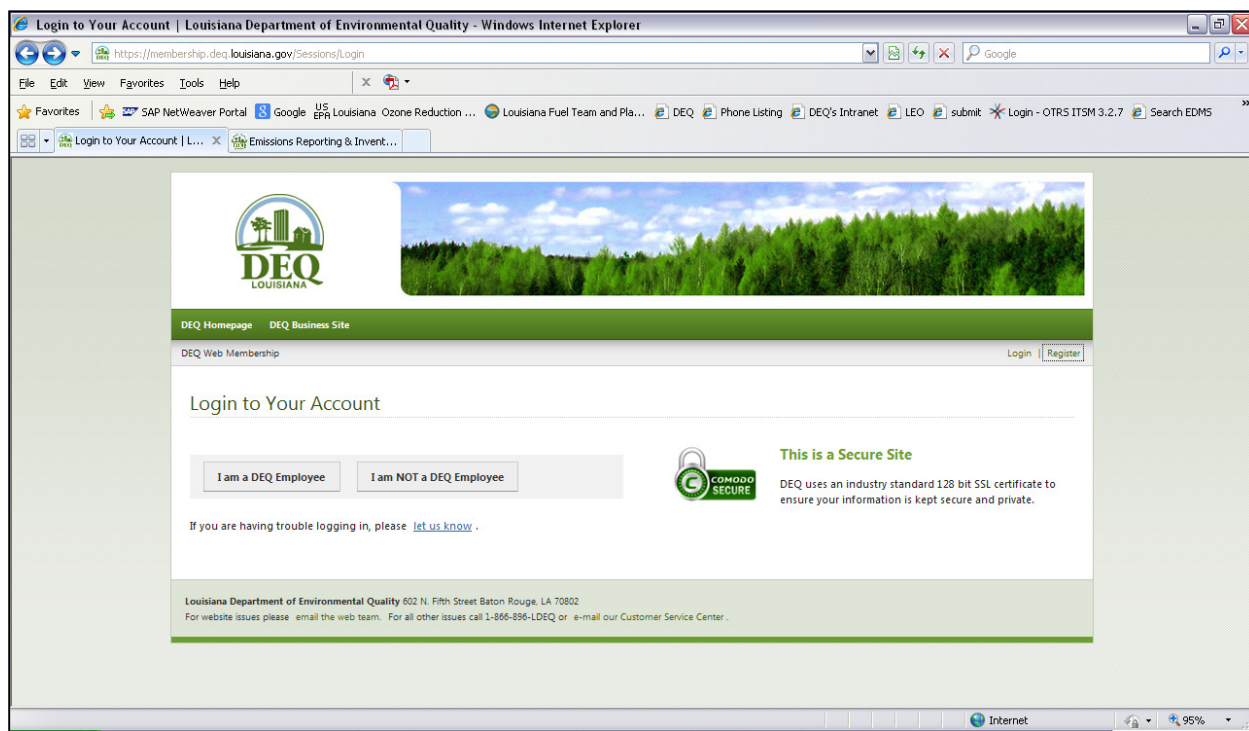

3. If you are not already logged in to your portal account, click the Login button at the top right of the page. You will be prompted for your portal user name and password:

4. Click the "I am NOT a DEQ Employee" button then enter your username and password:

5. At the bottom of the ERIC home page, you will find a link to request access to a facility. Click on the link:

6. You will see the Request Access page with two options for requesting access. Select the option labeled *I have received a pre-registration code in the mail*:

7. Enter your AI number and your pre-registration code and then press submit. If you entered the correct AI number and pre-registration code, your account will be activated and you will be granted Administrator rights to your account.

8. You may need to logout and then log back in for your access permissions to be applied.

Once you have completed this process, your portal account is registered as the ERIC facility Account Administrator. You now have full rights for the selected ERIC facility account, including creating, editing, and submitting inventories, as well as granting or rejecting access requests from other portal users.

2.5   Requesting Access to an ERIC Facility Account

If you need access to an ERIC facility account, you can request access from the ERIC facility Account Administrator, who decides whether or not to grant or reject the request and, if granted, what level of access you will have. For example, you may be another staff member at the facility working on preparing the emissions inventory, or you may be a consultant hired to assist in the inventory preparation.

Use the following process to request access to an ERIC facility account:

1. Navigate to the ERIC business portal and log in (see steps 1 through 4, above in Section 2.4).

2. At the bottom of the page, use the link to *Request Access to a Facility* (see step 5 above in Section 2.4).

3.   You will be presented with two options for requesting access. Select the option labeled *I am an employee of the facility owner, or a designated consultant*:

4.   You are prompted to enter the AI numbers you want to access (use a comma separated list if you are requesting access to more than one account). You are also notified that your portal account information (name and email address) will be made available to the Administrator of the account(s) to which you are requesting access.

5.   Click the *Submit* button to continue.

6.   The ERIC system will display the AI numbers to which you have requested access and the owners of the ERIC facility accounts for those AIs. Confirm that the owner for the ERIC facility account is the correct owner to which you want your request to go to. Make sure you select the correct owner organization for AIs that have more than one account, then click *Confirm* to submit the request:

7.   Your request will be added to the ERIC facility Account Administrators' "User Administration" screen for the account(s) you have requested and any existing Account Administrators will receive an email notifying them of the pending request.

Once you have requested access, you may contact the ERIC facility Account Administrator to let them know you have requested access to their account. The system will automatically send an email to all account administrators for the accounts you have requested; however, those individuals may opt out of these automated emails so you will not know if they have been notified of your request. You will not be automatically notified if your request is approved or rejected – it is up to you and the account administrator(s) to communicate on these requests. **If you do not know who the ERIC facility Account Administrator is, contact LDEQ (see Section 1.3) with the AI number and owner name and request the name and/or email of the ERIC facility Account Administrator. If the ERIC facility Account Administrator is no longer associated with the AI, contact LDEQ (see Section 1.3) with the AI number and owner name and let staff know that the ERIC facility Account Administrator is no longer associated with the AI and request a new pre-registration code.**

If an ERIC facility account does not exist for an AI, the note below is displayed. You should contact LDEQ (see Section 1.3) to have the ERIC facility account established.

Emissions Reporting and Inventory Center

Access Request Details

You have requested access to the following Agency Interest Numbers:

AI Number	AI Name	Owner
1	The AI number you entered was not found - it will be excluded from your request.	

Save   Cancel

Your user account may have access to multiple ERIC facility accounts. When you log in to ERIC, you will be presented with a drop down menu of accounts to which you have access. At any time, you can change the account you are working on using a drop down menu at the bottom of the ERIC home page:

🔒 Request access to a Facility (EI submitters, responsible officials, or designated consultants only)
🧑 User Administration
📄 Public Reports
ℹ️ Show Help Topics
Change Account:
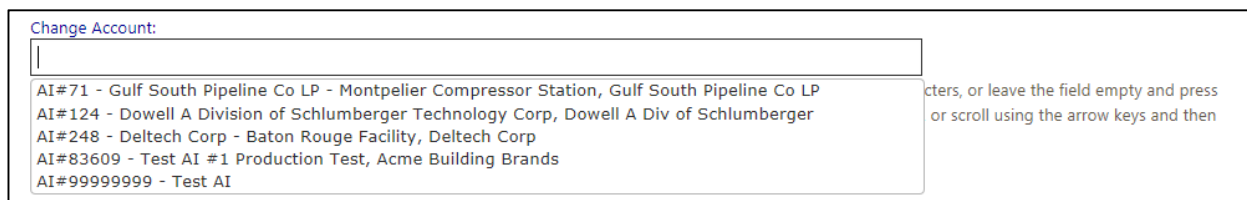
Hint: start typing an AI number or AI name and a list of matching entries will appear. You need to enter at least two characters, or leave the field empty and press the down arrow to see all accounts to which you have access. Once the list appears, you must click on the entry you want, or scroll using the arrow keys and then press enter.
ERIC Version 10.0.0

If your user id has access to 50 or fewer ERIC facility accounts, the account selection box will behave as a simple dropdown menu. However, if you have access to more than 50 ERIC facility accounts the account selection box will switch to a search box that allows you to find a specific account by AI number, AI name, or owner company name, as described below.
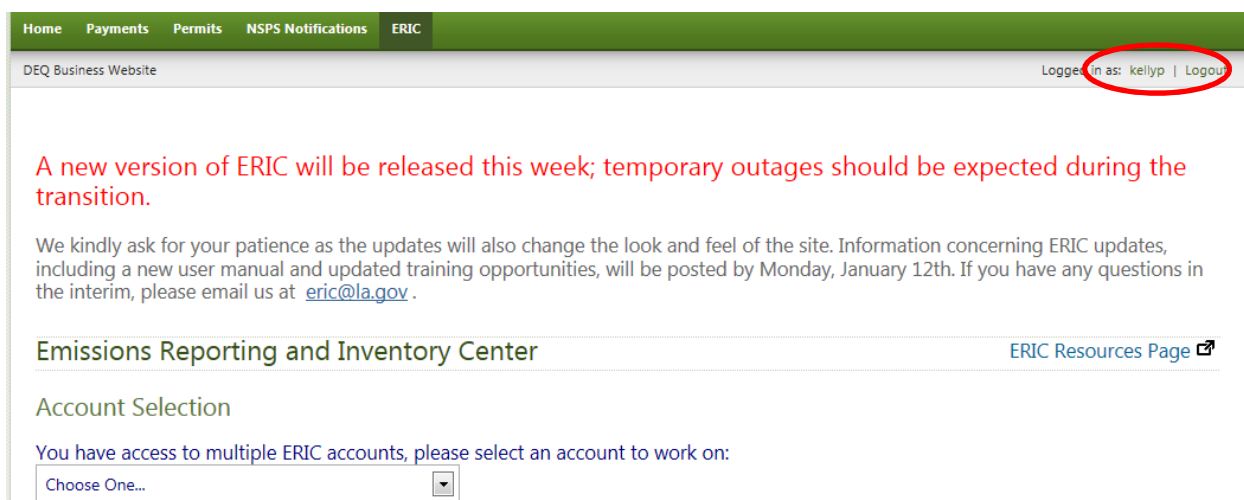
To select an account to work on, click in the Change Account box then start typing the AI number or AI name you are looking for. After typing at least two characters (and after a brief pause during which a "loading" symbol is displayed at the right end of the Change Account box), a list of matching entries will appear. You can use the up and down arrows on the keyboard to highlight the entry you want then press the Enter key to select it, or you can use the mouse to click on a row in the matching entries list. Either method will take you to the Account Home Page for that account. If you are not sure which AI you want, just press the down arrow while the Change Account box is selected and empty, and the list of all available accounts will appear (based on your user access privileges).

Change Account:

AI#71 - Gulf South Pipeline Co LP - Montpelier Compressor Station, Gulf South Pipeline Co LP
AI#124 - Dowell A Division of Schlumberger Technology Corp, Dowell A Div of Schlumberger
AI#248 - Deltech Corp - Baton Rouge Facility, Deltech Corp
AI#83609 - Test AI #1 Production Test, Acme Building Brands
AI#99999999 - Test AI

2.6   Business Portal User Account Management
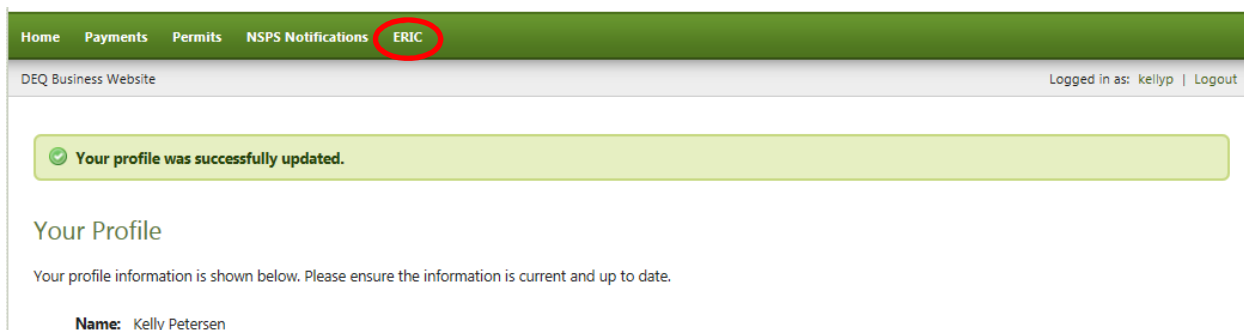
Once you have logged in to the LDEQ business portal, you can manage your user account (password and contact information) by clicking on your user name.

From the Your Profile page, click on the "Update your profile information" button, then click on any info block to edit that piece of information. When you are done, press at "Update profile and continue" at the bottom of the page.

After the confirmation of the successful profile update, click on the ERIC link to get back to ERIC.

2.7   ERIC User Management

The user management functions available to the ERIC facility Account Administrator are reached using the User Administration link at the bottom of the ERIC home page:
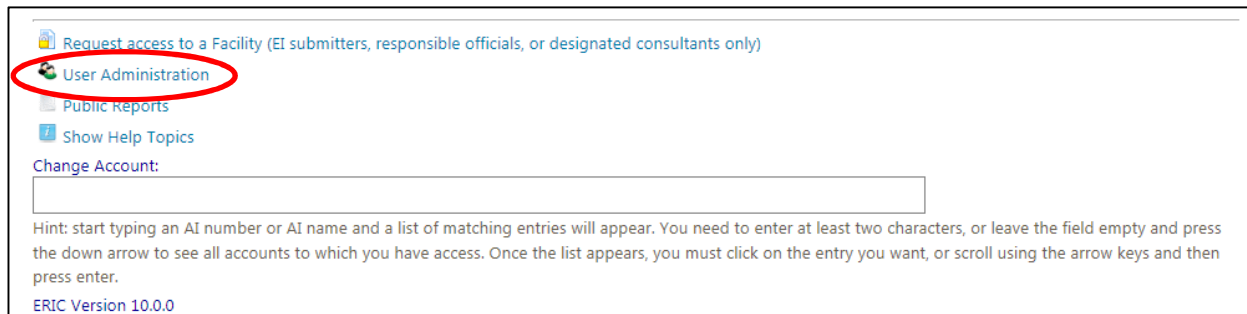
The User Administration page shows a list of current portal users that have access to the ERIC facility account, and a list of pending access requests:
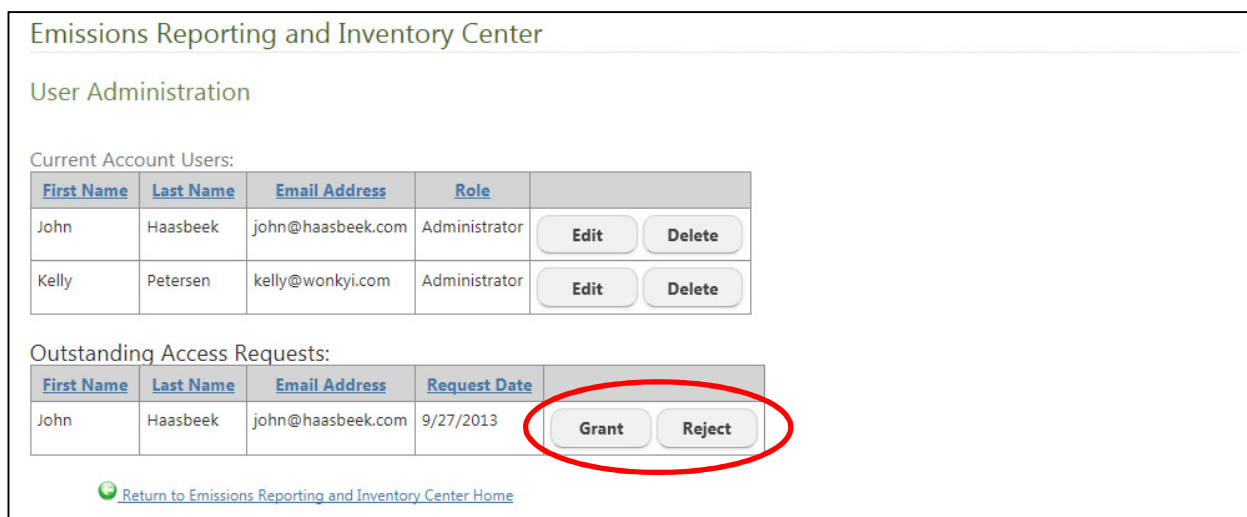
You can grant or reject access requests using the *Grant* and *Reject* buttons in the Outstanding Access Requests list (see above). Selecting *Reject* deletes the access request from the list.   Selecting *Grant* moves the portal user's account from the Outstanding Access Requests to the Current Account Users list with a role of Reader (see below). If you wish the user to have a user role other than Reader, you must modify the role.

Although the system automatically emails the account administrators when someone requests access to their account, it does not automatically notify the requestor once the request is granted or rejected.

To modify a user's role, click the *Edit* button on the user's row in the Current Account Users list. Use the drop down menu in the Role column to select the role you want the user to have, and click *Save* (or *Cancel* to discard the changes). To delete a user's role completely, click the *Delete* link in the user's row.

You can grant the same role to multiple users. However, you may not list the same user twice with the same role but you can have the same user listed with two different roles; for example, you may have the same user listed as Administrator and Manager. Also, you cannot change or eliminate your own Administrator role unless there is another user account with Administrator privilege (each ERIC facility account must have at least one Administrator).

2.8   ERIC User Roles

The ERIC system allows for four user roles – each user role defines what that user can do in the ERIC system:

Reader – This is the default user role assigned upon granting access to a requestor. This role provides read-only access to your ERIC data. Users with this role can view your inventories and can download the data to a spreadsheet, but they **cannot** edit any data, upload new inventory data, or submit the inventory.

Manager – This role provides editing privileges on your ERIC data. Users with the Manager role can edit data, upload inventory data in Excel format, create new inventories, edit existing inventories, revise old inventories, and submit inventories. Managers do not have access to User Administration functions and therefore, **cannot** grant user access or modify user roles, nor can they certify inventories online (when available).

Administrator – This role is the same as the Manager role with the addition of access to the User Administration functions. Administrators can access the User Administration functions and therefore, can grant user access or modify user roles. However they **cannot** they certify inventories online (when available).

Responsible Official – This role provides all of the privileges of the Manager role, plus the ability to certify an inventory. This will be particularly important when online electronic certification is enabled, as Responsible Officials will be the only users who can perform that function. Although you may assign the Responsible Official role to any portal user, you MUST complete and submit the appropriate paperwork to LDEQ for each such individual. You may have more than one Responsible Official per ERIC facility account.

To assist you with any questions you may have in preparing your inventory, internal LDEQ emissions inventory staff automatically have Reader role on all ERIC facility accounts which allows them to view your data and help with any issues you may have. In order to better assist you, there may be circumstances in which LDEQ staff need more than Reader role on your ERIC facility account. LDEQ staff may then request and must be granted access to the ERIC facility account as the Manager role by an existing Administrator.

2.9   ERIC System Email Notification Preferences

There are six types of email notifications associated with ERIC:

1. **Validation Complete Notification** – An automated email may be sent to the user running the validation process from the Validation Summary screen. This email is sent when the user checks the box to "Send me an email when the job has finished."
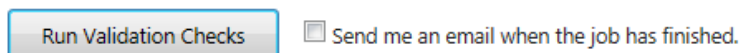
2. **Online Submittal Acknowledgement** – When you electronically submit an inventory an automated email may be sent from ERIC that acknowledges your submittal and reminds you to have a printed copy of the certification statement signed by a responsible official and mailed to LDEQ. This email is sent when the user check the box to "Send submittal acknowledgement email".

3. **Certification Statement Received Notification** –When your paper Certification Statement has been received and entered into the ERIC database by LDEQ an automated email is sent to inform the user that submitted the inventory.

4. **Access Request Notification** – An automated email is sent to all account Administrators when someone requests access to an account.

5. **Email Preference Update Notification** – An automated email is sent to let you know that your email preferences were updated. You cannot opt out of these emails unless you join the "Global Unsubscribe" list (see below).

6. **General Notifications** – Email notifications are periodically sent from LDEQ emissions inventory staff regarding the ERIC system and other emissions inventory related information.

When you log in to ERIC, you will see an option at the bottom of the page where you can manage your email preferences:

On the Email Notification Preferences page you can choose which optional ERIC emails you receive. You can also choose to unsubscribe from all ERIC related emails using the Global Unsubscribe list. The Global Unsubscribe list overrides all other options and lets ERIC and the Emissions Inventory staff know that you do not want to receive any ERIC related emails or notifications.

Note that the Global Unsubscribe list is based on email address and is not specifically linked to your business portal user account. If you change the email address on your portal account, you will need to re-join the global unsubscribe list with your new email address.

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User Email Notification Preferences

Email Notification Preferences for Haasbeek, John (user id 1757)

Email Address	john@haasbeek.com	You can not change your email here (click on your user name at the top right of this page to change your online profile information).
General Notifications:	☑	Indicates whether you want to receive general email notifications from the ERIC system and staff.
Certification Received Notifications:	☑	Indicates whether you want to receive email notifications from the ERIC system when certification statements are received.
Access Request Notifications:	☑	Indicates whether you want to receive email notifications from the ERIC system when users request access to an account for which you are an administrator.
On Global Unsubscribe List:	☐	Indicates whether you have opted out of all emails. If this is checked, the options above will be ignored. If you change your email address, you will need to come back to this page and reset this flag to join the global unsubscribe list again.
	Save	

🌐 Return to Emissions Reporting and Inventory Center Home

3   Emissions Inventories

Each ERIC facility account can contain multiple emissions inventories. Each emissions inventory corresponds to a specific reporting year and a new inventory is generated when revisions are created. Inventories can be in one of six statuses:

Editing – an inventory that has been started but not submitted to LDEQ. Only one inventory per reporting year can be in *Editing* status at one time. Inventories in *Editing* status can be deleted.

Validating – an inventory that is currently being validated. No operations can be performed on the inventory until the validation process is complete. Use the Job Monitor link in the page footer to view the progress of the validation processes.

Submitted – an inventory that has passed all validations and is ready to be certified. Only one inventory per reporting year can be in *Submitted* status. Inventories in Submitted status cannot be deleted or un-submitted by a user. Inventories that have been submitted cannot be edited. If submitted by mistake, you can contact LDEQ (see Section 1.3) for assistance.

Revised – an inventory that has been submitted and revised and is superseded by a newer inventory for that reporting year. Multiple inventories in *Revised* status per reporting year are allowed. A Revised inventory may or may not be certified. Inventories in *Revised* status cannot be deleted.

Certified – the inventory was submitted to LDEQ and the signed certification statement for the inventory was received and the postmark, ship, or hand-delivered date was entered into ERIC as the Cert Rec'd date. Also, the inventory has not been subsequently revised and so is the most up-to-date inventory for the inventory year. Inventories in *Certified* status cannot be deleted.

Uploading – an inventory that is in the process of being uploaded, possibly by another user with access to the same account. This status is temporary, and once the upload is complete, the status changes to *Editing*. If you see an inventory that appears to be stuck in this status you should contact LDEQ (see Section 1.3) for support.

Your ERIC facility Account Home page will list the inventories for your ERIC facility account with the status of each inventory highlighted in the color corresponding to the key at the bottom of the page:

Test AI #1 Production Test (AI# 83609), Butler, Joe, St. Mary Parish

Current Inventories: Start New Inventory

Inventory ID	Reporting Year Revision	Type Date Started	Start Date End Date	Submitted Date Submitted By	Cert Recd Date Cert Recd By	
1299166	2013 0	Criteria and Toxic 12/16/2013	1/1/2013 12/31/2013			Edit Download Delete Summary
1283240	2012 0	Criteria and Toxic 1/7/2013	1/1/2012 12/31/2012			Job Monitor
1299111	2011 0	Criteria and Toxic 1/11/2012	1/1/2011 12/31/2011	5/9/2014 Petersen, Kelly	1/6/2015 Petersen, Kelly	View Download Revise Summary
1300457	2009 1	Criteria and Toxic 9/10/2013	1/1/2009 12/31/2009	1/6/2015 Petersen, Kelly		View Download Revise Summary
1300456	2009 0	Criteria and Toxic 1/25/2011	1/1/2009 12/31/2009	1/6/2015 Petersen, Kelly	1/6/2015 Petersen, Kelly	View Download Summary

* To edit inventory type or start/end dates click on the inventory id.

Key:

Uploading	Validating	Editing	Submitted	Revised	Certified

In the example above, the Account Home page lists the AI name (Test AI #1 Production Test), the AI number (83609), the owner company name (Butler, Joe), and the parish where the AI is located. Below that, all of the existing inventories for the account are listed.

Here, the facility submitted and certified their 2009 inventory and then created a revision to that 2009 inventory that was submitted but not certified. In 2011 they submitted and certified their inventory. They are in the process of running validations on the 2012 inventory. They are currently working on their 2013 inventory. (**NOTE – these inventories and the data associated with them are for illustrative purposes only and are not the actual data for this AI**).

3.1 Starting a New Inventory

To start a new inventory for a new reporting year, simply click on the *Start New Inventory* link above the Current Inventories list on the ERIC facility Account Home page:

If you do not see this link, it means you do not have Administrator, Manager, or Responsible Official role on the account. Contact the ERIC facility Account Administrator regarding your access level.

The screen below appears after you click *Start New Inventory* and shows the information required to start a new inventory:

Inventory Type – in the first drop down menu, you must indicate if the inventory will include criteria pollutants (reported under LAC 33:III.919), TAPs (reported under LAC 33:III.5107) or both. If you are reporting only criteria pollutants, then select *Criteria*. If you are reporting only TAPs, then select *Toxic*. If you are subject to reporting

under both sections, you must submit a combined inventory and select *Criteria and Toxic*. You cannot submit separate inventories for criteria pollutants and TAPs in the same year.

Reporting Year – the year for which the inventory is being reported.

Ownership Start – the ownership start date for the account as currently recorded in TEMPO.

Ownership End – the ownership end date for the account as currently recorded in TEMPO.

Start Date – the date that represents the beginning of the reporting period. It must be within the period of ownership for the account as reflected in TEMPO.

End Date – the date that represents the end of the reporting period. It must be within the period of ownership for the account as reflected in TEMPO.

Under most circumstances, you will submit an inventory for the full reporting year. This may not be the case if your AI changed ownership during the reporting year and each owner is required to submit a separate inventory. See Section 6.5 for specific instructions on change of ownership. In this case, you would set the start date and end date for the reporting period to reflect the portion of the year for which you are reporting emissions.

Revision Number – The revision number is automatically set by ERIC. For all new reporting years, the first inventory is revision number zero. This number is automatically incremented if you revise a previously submitted inventory (see Section 3.5).

Base Year –A list of the years with most recently certified inventories for your account. You can select a prior year (typically the year immediately preceding the new reporting year) and use that year's inventory as a starting point for the new inventory. Once the new inventory is created, it will be populated with the data from the most recently certified inventory in the base year you selected. If you do not select a base year, the inventory will be blank.

3.2 Inventory ID Values

Many inventory operations in ERIC are dependent on the Inventory ID – an integer value that uniquely identifies each inventory record in ERIC. When you start a new inventory, a new Inventory ID value is assigned to it and that number is tracked and listed on your final Certification Statement. The Inventory ID is changed every time you upload new inventory data. The result of the Inventory ID changing is that often any browser history pages (that you might access using the browser "back" button) or bookmarks that you may have saved will reference an Inventory ID that no longer exists. If you frequently receive "inventory not found" error messages in ERIC, this is most likely because you are using old bookmarks or the browser back button to go back to an Inventory ID that is no longer valid. Please use the links contained within the ERIC web page content rather than the browser back button, browser history, or bookmarks to navigate within the ERIC application.

3.3 Navigating and the Browser Back Button

As with many online systems, ERIC is not designed to allow you to use your browser back button to go back to a previous screen. Going back to a different page and re-submitting the transaction can cause your transaction context to be out of sequence, and can cause undesirable results. Each browser has a different image for its back button, but in all browsers they are located outside the web page near the top left area of the browser window:
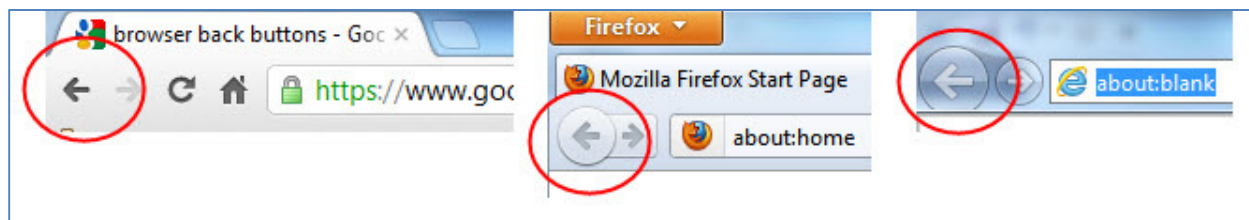
Each page in ERIC will display a Back *or Home* link within the web page itself that will ensure you are returned to your home page with your transactional context intact:

One other important note about navigating in the ERIC web site – the Enter key is NOT USED for ERIC functions. Do not press the Enter key to try to move from field to field or to submit a form. In the current LDEQ portal, the Enter key is reserved to execute the Search function at the top of the portal page.

3.4 Changing the Inventory Type, Start Date, and End Date on an Inventory

For inventories that are in *Editing* status, the inventory row shows a clickable link under the Inventory ID column.

You can click on this link to open a screen similar to the *Start New Inventory* screen where you can modify the inventory type, and/or the start and end dates of the inventory:

Note that if you change the inventory type you must check to be sure you are reporting the correct pollutants for the inventory type you select. ERIC will not allow you to report criteria pollutants on a Toxic inventory, nor can you report TAPs on a Criteria inventory.

3.5   Viewing, Editing, and Deleting Inventories

Depending on the status of an inventory and your user role, you may see links in the inventory row to View, Edit, or Delete an inventory:

If an inventory only has the V*iew* link option it is read-only. This is either because you only have *Reader* as your user role or because the inventory has already been submitted. You will see a *View* link (see above) that allows you to open the inventory in read-only mode (see Section 4.2 for more details).

 If you have permission to edit the inventory and the inventory is in *Editing* status, you will see an *Edit* link (see above) that allows you to open the inventory in edit mode.

If you have permission to edit the inventory and it has not been submitted, the *Delete* link (see above) will delete the inventory and all associated data. You will be prompted to confirm that you want to delete the inventory before the data is actually deleted.
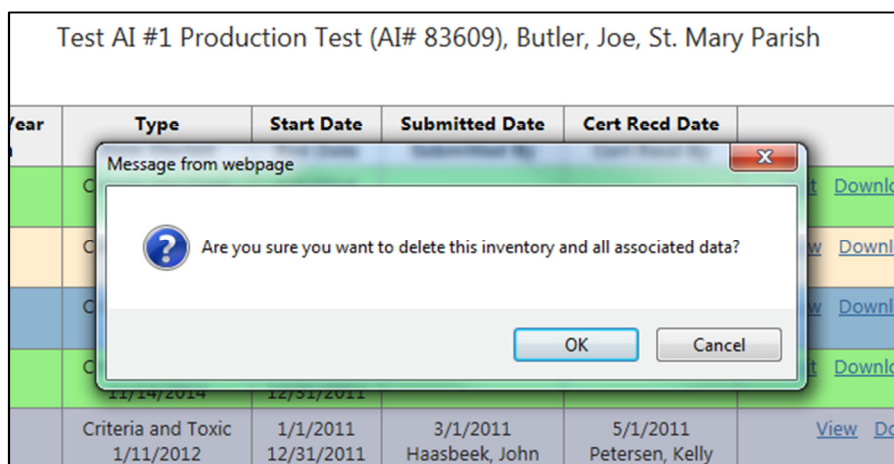
Note that you can delete an inventory that is in *Editing* status at any time. Thus, if you start a new inventory and later decide to start over, you can simply click the *Delete* link for the unwanted inventory on the ERIC Home page and all data associated with the inventory will be deleted. You cannot delete inventories that have been submitted, certified, or revised, nor can you delete inventories when another inventory exists with a higher revision number for any account.